

Submittal accepted and verified by:

Planning Staff Signature

Date Stamp:

Temporary Use Application

Franklin Department of City Development

9229 West Loomis Road, Franklin, Wisconsin 53132 / Phone: (414) 425-4024 Fax: (414) 427-7691

Please type or print legibly.

TEMPORARY USE TYPE (CHECK ONE) SECTION 15-3.0804

Planning Department Review

- | | |
|--|--|
| <input type="checkbox"/> Christmas tree Sales Lot | <input type="checkbox"/> Model Home/Dwelling Unit and Pre-Construction Sales Office (Requires Common Council Approval) |
| <input type="checkbox"/> Roadside Stands for Sale of Agricultural Products | <input type="checkbox"/> Construction/Temporary Office Trailer and/or Dumpsters |
| <input type="checkbox"/> Concrete Batch/Asphalt Reprocessing | <input type="checkbox"/> Retail Promotional Activities |
| <input type="checkbox"/> Seasonal Plant Sales | <input type="checkbox"/> Other — describe: _____ |

PROPERTY INFORMATION

Project Name _____

Tax Key Number(s) _____

Property Address or Section & 1/4 Section _____

Current Zoning _____ Present Use _____

Intended Use _____

APPLICANT If the applicant is not the owner of record, the legal owner/owners' signature must be on the application OR a letter of authorization from the owner must accompany the application.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

CONTACT PERSON FOR PROJECT (Surveyor/Attorney/ Architect/Engineer)

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Applicant agrees that any approval issued on representations made in this submittal, and any subsequently issued building permits or other type of permits may be revoked without notice if there is a breach of representations or conditions of approval. Applicant/owner by signature understands and accepts responsibility for completion of all required on-site and off-site improvements as shown and approved on final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy.

By the execution of this Application, Applicant authorizes the City of Franklin or its agents to enter upon the property between 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection. Applicant grants this authorization even if Applicant has posted this property against trespassing pursuant to Section 943.13 Wis. Stats.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of Applicant's knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Applicant Signature: _____ Date: _____

Owner and/or: _____ Date: _____
Management Company

SUBMITTAL REQUIREMENTS

The following information shall be provided as part of the application for a Temporary Use Approval. Applications and plans shall be reviewed in accordance with Section 15-3.0804 of the Unified Development Ordinance, City of Franklin Building Code and Fire Code regulations. Additional information may be required by Staff if deemed necessary to adequately review the application:

1. **Letter of Intent and Project Description.** Include temporary use start date, ending date and hours of operation.
2. **SITE PLAN.** Provide a scale Site Plan showing: (Submit **10 copies, folded to 8-1/2"x11"**)
 - a. Exterior property boundary lines.
 - b. Location of existing structures and parking lot layout.
 - c. Proposed location of Temporary Use, indicating distance of proposed structure(s) associated with Temporary Use to property line boundaries.
 - d. Parking designated for Temporary Use.
 - e. Ingress/Egress to site.
 - f. Proposed signage.
 - g. Landscape Plan (if required).
 - h. Location and type of proposed fencing (if any)
 - i. Trash Receptacles and Screening.
 - j. Indication of how power will be extended to the site (if applicable).
 - k. Location of proposed lighting.
3. **FEE.** Submit **\$50.00 non-refundable Review Fee** with Application (payable to City of Franklin).

NOTE: Submittal for review is not a guarantee of approval. Approval of Temporary Use does not exclude potential requirement for additional permits.

For additional information:

- **Licenses – City Clerk at (414) 425-7500**
- **Building Permit information – Building Inspection at (414) 425-0084**

DEPARTMENT USE ONLY

☐ APPROVED ☐ DENIED

Reviewer's Signature: _____

Date: _____

4-digit SIC code: (if applicable) _____

Staff Comments / Conditions of Approval:



Copies to: Bldg Insp, Clerk's Office, District Alderman, Fire Dept, Police Dept, CDA (if in Business Park), Applicant, Property Owner/Management Company

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